


# VACANCY NOTICE

CS-376  
REV(9/93)

FOR OPPORTUNITIES IN THE JUDICIAL DEPARTMENT

Description of Position	<p>TITLE OF POSITION: <u>Records Clerk/Data Entry Aide</u> CLASSIFICATION CODE: <u>00403600</u></p> <p>SALARY RANGE: <u>Gr. 4410A \$25040-\$27131</u> REFERENCE POSITION NO.: <u>2740-10000-00848</u></p> <p>Department or Agency Name <u>Judicial</u> APPLICATION PERIOD: <u>August 24 - September 2, 2004</u></p> <p>Division/Section/Unit <u>Traffic Tribunal</u></p> <p>Assignment(s) / Comments _____</p> <p>Shift and Days: <u>Monday-Friday</u> <u>First</u> Job Location: <u>Providence</u></p> <p>Restrictions/Limitations: _____</p> <p>Position Covered By Collective Bargaining Union Agreement Yes <u>X</u> No _____</p> <p>Name of Bargaining Unit Union: <u>Judicial, Professional &amp; Technical Employees Union, Local 808</u></p> <p>There is ____ is not <u>X</u> a Civil Service List for this position <u>See A/B or Both for Specific Instructions</u></p> <p>NOTE: If there is a list, only candidates who have taken the exam and are reachable should apply.</p>
General Information to Candidate	<p><b>INSTRUCTIONS:</b></p> <p><b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u>, both the File Position Title and Number.</p> <p><b>Most Important</b> - Please include the following information:</p> <ul style="list-style-type: none"> <li>• The title of the position for which you are applying</li> <li>• Title of your present position and date you entered it</li> <li>• Date you entered State service</li> <li>• Name of department where you are currently employed</li> <li>• Your business telephone number</li> <li>• Present Union Affiliations</li> </ul> <p>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</p> <p><b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b></p> <p>If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.</p> <p><b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS</b></p> <p>• <b>Reasonable Accommodations:</b></p> <p>If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.</p> <p>• <b>Medical Information:</b></p> <p>Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</p>
Statement of Duties	<p><b>DUTIES / RESPONSIBILITIES:</b></p> <p>To input data relating to daily activities into court automated system; to perform varied clerical functions of a responsible nature; to perform general office duties; organize case files for court calendars; perform messenger services; and related work as required.</p>
Minimum Education & Experience	<p><b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b></p> <p>Graduation from a Senior High School. Course in typing and/or data processing helpful. Experience such as may have been gained by employment in a position requiring knowledge of data processing and modern office practices, or a combination of education and experience equivalent to the above education and experience.</p>
Where to Apply	<p>Traffic Tribunal Personnel Board 345 Harris Avenue Providence, RI 02908</p> <p>Telephone #: _____ Fax #: _____ TTY/TDD #: <u>401-222-3269</u> (Telecommunication Device for the Deaf)</p> 

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